



Living Healthy,
Working Well

Wellness Tips

Surviving Rightsizing

Reductions in staff are an unfortunate fact of life in business today as companies strive to reduce costs to remain competitive. Chances are you may face this situation at some time during your career. Whether it's your position that is eliminated or a colleague down the hall, everyone is affected. Morale may decline while tensions rise. But don't let it catch you off guard. While it's never easy to lose a job, you can make the transition smoother by being prepared both in attitude and in aptitude. A positive outlook as well as current, marketable skills will keep you in demand. By following the tips below, you will be more prepared to cope with rightsizing:

Understand that it isn't personal

It is not your fault or a reflection on you. You're just caught in the middle of what so many workers are facing right now—a restructuring of how business is conducted.

You are still the same valued employee and person

As a person you are more important than any job or career you'll have. Your unique set of skills and experiences is invaluable.

Network

Job hunting success stories from others can keep you upbeat. Positive support from associates in your same situation may keep you motivated until you land that new job.

Take advantage of career counseling and placement services

Counselors can help you update and fine-tune your resume, and help you polish your job-seeking skills. Many career and placement services have the inside track on jobs suited to your needs and abilities.

Maintain an up-to-date job resume.

Even if you're not anticipating staff changes in your company, add to your resume as your skills and job responsibilities expand. That way you won't overlook any important career highlights. Also keep a list of your employment history, references, and salary history.

Invest in yourself

The job market is wide open to people with current training and skills. Taking classes enhances you threefold—you will fine-tune your marketable skills, be in a networking environment, and keep motivated and enthusiastic.

Get Support

For more information, call Your Employee Assistance Program at 1-800-775-5138, or log on to www.MagellanAssist.com. You may also check with your HR Generalist or with your local human services agency to see what services are available in your community. You can also talk with someone you can trust,

such as a doctor or nurse, local mental health professional or member of the clergy.

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